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| **TITLE:** Humanitarian Policy Lead | |
| **TEAM/PROGRAMME:** Humanitarian Department | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide** |
| **GRADE**: CTR B / NAT 2  Mid-Senior level | **CONTRACT LENGTH:** Fixed Term (12 months) |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The holder of this position is responsible for providing strategic leadership and vision for the development and delivery of Save the Children’s policy agenda on humanitarian reform. The holder will convene and coordinate operational, technical and humanitarian policy expertise across the organisation, represent Save the Children externally and draw from technical expertise, experience and learning across our humanitarian programmes as well as analysis of global trends and actors in carrying out this work. They will work with different internal teams and functions in SCI and across the movement. They will be responsible for supporting wider cross-thematic policy and strategy activities relating to Save the Children’s humanitarian strategy as required. | |
| **SCOPE OF ROLE:**  **Reports to:** Director of Humanitarian Policy and Advocacy, SCI  **Budget responsibilities:** N/A  **Number of direct reports:** Up to one (dependent on funding)  **Role dimensions**: This is a complex role requiring substantial experience in humanitarian contexts in operational policy, coordination and management roles and the ability to translate sector-wide trends into organisational policy and approaches with a wide range of internal movement and external stakeholders. The Global Lead provides strategic advice to Save the Children’s Executive Directors, Humanitarian Leadership Team, Regional Offices and Country Offices, Advocacy Offices and Members on a range of thematic issues relevant to humanitarian system reform. The Lead works in coordination with a range of internal stakeholders including the Humanitarian Programme Quality Team, Humanitarian Response and Preparedness Team, Humanitarian Strategy team, Regional Humanitarian Directors and the Humanitarian Advocacy Working Group. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Policy Development, Delivery and Thought Leadership**   * Conduct ongoing analysis of policy environment, stakeholder mapping and analysis of relevant actors to identify key points of intervention for Save the Children to promote child-focused approach to humanitarian system reform at the country, regional, and global levels. * Lead on the development of humanitarian sector reform policy agenda in collaboration with One Humanitarian Team including technical experts and country leadership. * Produce high quality policy and strategy guidance materials in collaboration with technical colleagues for country and regional leadership to ensure consistency and coherence. * Conduct and lead research for policy analysis and reports in collaboration with technical experts and drawing on programme and operational evidence.   **Lead and support the delivery of the policy change strategy**   * Strengthen community of practice approach between country offices in scaling up operational and technical policy engagement on issues relevant to humanitarian reform Represents Save the Children in relevant external working groups and fora * Develop operational guidance to support country offices to navigate and engage with sector-wide changes relating to humanitarian coordination and reform initiatives. * Identify opportunities to align external challenges with scale-able internal and external solutions in coordination with technical experts.   **Organisational Strategy and Policy**   * Participates in internal Humanitarian Reform workstream and ensures integration of humanitarian reform within guidance and advisory support to Country Directors in collaboration with the humanitarian technical leadership team. * Serve as the organizational expert on humanitarian reform initiatives, advising Country Office, Regional Office, and Member Office staff with technical expertise on respective strategies.     **Evidence and Learning**   * Lead on documentation and learning from Save the Children’s humanitarian reform initiatives at country and regional level in coordination with the Humanitarian MEAL department. * Facilitate sharing of experience and learning on humanitarian reform by publishing articles and thought leadership pieces and through external representation including external and internal communications, * Train key staff across the organisation to deliver influencing strategies including by providing direct support to national efforts as requested by regional and country offices.   **External Relationships and Establish Save the Children as Thought Leader**   * Represent Save the Children and actively engage in inter-agency coordinating groups and external networks on humanitarian reform initiatives at the global level. * Provide policy expertise to support SC’s participation and engagement in strategically relevant external coordination groups, including NGO fora, Emergency Directors Group and Principals. | |
| **BEHAVIOUR (Values in Practice)**    **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**  Bachelor’s degree or equivalent | |
| **EXPERIENCE AND SKILLS**   * Significant operational and policy experience within the field of humanitarian coordination and response * At least seven years of experience in humanitarian policy and operational roles at country or regional levels * Demonstrable track record in policy development on humanitarian crises at the global, regional and/or national level * Long-term experience and proven track record in multilateral advocacy at global level and successful advocacy at country level on humanitarian policy related issues * Demonstrated leadership and mentoring skills, and of delivering significant results. Experience of building shared objectives, quality control, evaluation, motivation, performance management, staff development and training * A demonstrable ability to plan and communicate at a strategic level * Excellent written and oral communication skills in English * Excellent capacity-building skills, applicable across different countries and cultures and at the international level * Excellent interpersonal skills and able to work collaboratively * Commitment to Save the Children’s vision, mission and approach, including child safeguarding * Working knowledge of Spanish, French or Arabic is desirable * Experience of working in displacement contexts and/or humanitarian crises is essential | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| **JD written by:** Leah Finnegan | **Date:** 11th March 2024 |
| **JD agreed by:** Leah Finnegan | **Date:** 08th April 2024 |